



Bright from the Start
Georgia Department of Early Care and Learning

Summer Food Service Program (SFSP)

SFSP 2011 Application Instruction Booklet

SFSP Application Submission Requirements

There are two parts to the SFSP application: hard copy document requirements and electronic requirements. The hard copy documentation must be mailed to Bright from the Start. Online application requirements must be completed via CNP2000. Sponsors can access CNP 2000 using their assigned user name and password at www.decal.ga.gov/cnp2000.

The SFSP application is not complete until hard copy documents and electronic application requirements are accurately submitted. Hard copy document forms can be downloaded from Bright from the Start's website at www.decal.ga.gov, or retrieved from the FY 2011 SFSP Data CD provided at training. **Note: only forms on Bright from the Start's website, the SFSP Forms CD, or specifically identified in the Administrative Guidance Manual are to be used for SFSP operations.** Instructions on how to complete each required application document are included in this guidance manual.

To ensure adequate time to review the application and to prepare for upcoming SFSP operations, Bright from the Start encourages sponsors to complete and submit the application within 30 days of completing annual SFSP training. A complete application includes completion and submission of all hard copy documents and completion of the electronic application requirements via CNP 2000. Failure to submit a complete application by the deadline date may hinder review and approval of the application.

All hard copy application documents must be submitted to


**Bright from the Start: Georgia Department of Early Care and Learning
Attn: Nutrition Program Assistant
10 Park Place South, Suite 200
Atlanta, GA 30303**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

SFSP Application Checklist-(Attachment A-1)

Sponsors are encouraged to review and follow the SFSP Sponsor Application Checklist as a guide to completing application requirements. There is one application checklist for all sponsors. The application checklist can be found on the SFSP Data CD (Attachment A-1).

Below are detailed descriptions of each application requirement (hard copy or electronic). Please review the information when preparing the application package for submission. If you have questions, please contact Bright from the Start for assistance.

Part A-Required Documents-complete, sign and return the following hard copy documents to Bright from the Start:

1. Permanent Agreement between Bright from the Start and the Sponsoring Organization

(Attachment D)

(Two originally signed and dated agreements must be submitted with the application package)

The SFSP Sponsor Agreement serves as the binding contractual agreement between the sponsoring organization and Bright from the Start for the operation and administration of the SFSP. An official Authorized Representative who can enter into contractual agreements on behalf of the organization must sign this agreement. **The following areas must be completed on the agreements:**

- a. Sponsor name and mailing address – the organization’s legal name and mailing address.
- b. Sponsor Street Address – the address at the physical location of the administrative offices (if different from the mailing address).
- c. Earliest Begin Date – the first day of meal service for site(s)
- d. Latest End Date – the last day of meal service for site(s)
- e. Type of Organization – select one
- f. Type of Sponsor – select one
- g. Type of Food Service – select one
- h. Authorization – the Authorized Representative of the organization
- i. Agreement number – this number is assigned by Bright from the Start and must **not** be filled in by the organization.


2. Affidavit Verifying Legal Status (SAVE Affidavit)

Federal and state law now requires applicants for public benefits to verify their legal status. The Authorized Representative of each sponsoring organization must complete, sign and submit the notarized affidavit certifying their lawful presence in the United States.

3. Tax Form W-9

Sponsors must complete the IRS Tax Form W-9 and return to Bright from The Start. Refer to the FY 2011 SFSP Data CD for a copy of the form.

4. DECAL SFSP Financial Enrollment/Change Form also known as the Vendor Maintenance Form

(Attachment N)

Form is used to request Bright from the Start to pay all SFSP reimbursements via electronic funds transfer (EFT) to the organization's bank account. Only new organizations or organizations that have recently changed bank information are required to submit this form. A voided check or an official letter issued from the bank on bank letterhead must be attached to this form. Processing any changes can take up to 10 business days after submission. Only the following sections of this form should be completed:

Section 1: FEI/SS Number

Current Vendor Name (Legal Sponsoring Organization Name)

New Vendor Name (if name changed)

Address (including city, state, zip and country)

Phone and Fax Number

Email Address

Bank Account Number

Printed Name

Signature Name

Date

5. DECAL/SFSP Electronic Enrollment/Change Form (☞-Attachment N-1)

Form used to assign User Name and Password, so that organizations can access CNP 2000 to complete the electronic portion of the application and later file claims for reimbursement. This form is for new organizations only, unless experienced organizations would like to make changes to current user name and passwords.

6. Public Release Certification

- Public Release Certification for Open Migrant and Open Sites (☞-Attachment C-1)
- Public Release Certification for Closed-Enrolled Sites & Camps (☞-Attachment C-2)
- Public Release Certification Site Listing (☞-Attachment C-3)

All SFSP sponsors are required to submit a public release announcing the operation of the program in local community of the site. Public release should be issued via media outlets such as radio, newspaper or television. The release must contain information related to the location of the feeding site and the name and phone number of the person to contact for more information. Sponsors can use the Public Release Site Listing report to list all feeding sites. The nondiscrimination statement must be included in this release. When completing the Public Release Certification Form, include the name of the media organization to which the public release was sent, the date the release was sent to the media, and the date(s) the release was to be published. If the public release is published in the community newspaper, maintain a clipping of the printed release at the sponsor's administrative office.

7. Health Department Form Letter – One form per County is required. (☞-Attachment E)

Sponsors are required to notify the local health department of all SFSP sites. A letter addressed to the health department must include a list of site addresses, operating dates, and meal service times. The health department could potentially inspect any meal service site for ensuring compliance with all applicable health and safety standards. A copy of this letter must be forwarded to Bright from the Start with your application package. Sponsors can use Bright from the Start's sample letter to notify local health departments.

8. Letter to School Food Authority requesting meal preparation (☞-Attachment I)


Meals served at a SFSP site may be either self-prep (prepared by the sponsor) or vended (provided by an external company). Sponsoring organizations that elect to purchase prepared meals may enter into a contract with either a school food authority (SFA) or a food service management company (FSMC). The SFA is the first point of contact for a sponsor who wishes to use vended meals. A letter must be prepared to notify the local SFA of the organization's intent to vend meals. The SFA may then express an interest to provide meals for this sponsor. The sponsor is under no obligation to accept the terms offered by the SFA. If a mutual agreement is reached, a contract may be entered into between the sponsoring organization and the school food authority. If a mutual agreement is not reached, the sponsor may begin the competitive bid process to enter into a contract with an FSMC. Once the competitive bid process has begun, the SFA may not enter a bid in competition with the FSMC. A copy of the letter written to notify the SFA of the sponsoring organization's intent to vend meals must be submitted to Bright from the Start with the submitted application for approval.

Part B-Required Documents for Camps, NYSP and Upward Bound-submit to Bright from the Start:

1. Camp Household Application including letter for parents (*Submit to Bright from the Start for approval only if Bright from the Start sample not used*)

Organizations sponsoring campsites, NYSPs, or upward bound programs are required to annually collect income eligibility forms for each child receiving SFSP meals. A SFSP Eligibility Form (or approved substitute) must be sent home with each child to be completed by parent(s) or household guardians. The sponsor must also send a letter home with the form explaining how to complete the form and how the form will be used. This letter must include the nondiscrimination statement to reassure parents that the information submitted on the form will not be used to discriminate against any child. A copy of the letter sent to parents to accompany the eligibility form must be submitted to Bright from the Start with the submitted application for approval.

The purpose of the SFSP Eligibility Form for Closed Enrolled Sites is to determine a child's eligibility for free meals in the SFSP. This form is used when a site cannot be qualified based on school data, census data, housing authority data, or any other acceptable form of community based data. The eligibility form is to be completed by a parent or household guardian of the participating child and returned to the sponsor. The sponsor must evaluate the information given on the form to determine a child's eligibility for free meals in the program. Organizations sponsoring an enrolled site that does not qualify as a camp (camps serve more than two meals or keep children overnight) may claim meals served to all children, regardless of whether they qualify for free meals. Organizations sponsoring campsites can only claim meals served to those children who qualify for free or reduced meals based on the income eligibility forms. If you have any questions concerning how to complete and/or classify form, please call Bright from the Start.

A sample SFSP Eligibility Form for Camps and Enrolled Sites is included as Attachment 10 of this booklet. If the organization chooses to use a form different from the sample provided, a copy of the form must be submitted to Bright from the Start with the application package for approval. If the organization chooses to use the authorized form (-Attachment 10), it is **not** necessary to send a copy of the form to Bright from the Start.

- **Income eligibility forms must be collected annually for all participants enrolled in the camp, NYSP, upward bound or closed-enrolled site.**

2. NYSP Brochure (must include non-discrimination statement)

Organizations sponsoring National Youth Sports Program (NYSP) and/or Upward Bound Programs are required to submit a copy of any promotional brochures used to promote their programs to Bright from the Start with the submitted application for approval. These brochures will be reviewed to ensure that the

nondiscrimination statement is included in the promotional materials. The information will also be evaluated for approval to verify that parents are correctly being informed of the availability of free meals through the SFSP.

Part C- Required Documents for Vended Sponsors-submit to Bright from the Start:

1. SFSP Procurement Checklist (☞-Attachment R)

This document will help your organization determine if only the Contract/Agreement to Furnish Food Service should be used or if both the Proposed Public Release Announcement with proof of announcement to food service vendors and the Proposed Invitation for Bid (IFB) should be used.

2. Contract/Agreement to Furnish Food Service (Appendix C-1 see Procurement Manual on Bright from the Start website)

Sponsoring organizations that have elected to contract for the preparation of meals with a SFA must submit a copy of the contract/agreement, signed by both organizations, with the submitted application for approval. The contract/agreement is a binding agreement between the sponsor and the SFA for the preparation and delivery of meals for the SFSP. All required information must be included in this document. At a minimum, the contract/agreement must include the number of anticipated meals for the program, the length of program operations and the price per unit for those meals. Any required transportation arrangements must also be included in this document. See Addendum C in the Procurement Manual.

OR

3. Proposed Public Release Announcement to food service management companies

Sponsoring organizations are required to use a competitive bid process to award contracts to a FSMC. A letter must be submitted to the local School Food Authority offering them the opportunity to prepare meals for the sponsor before starting the competitive bid process. A public release of the bid offering must be submitted to the local media. **A copy of the public release announcement for the bid must be submitted to Bright from the Start with the submitted application for approval.** The information submitted must include the nondiscrimination statement, the name of media organization to which the public release was sent, and the date the publication of the release was requested.

AND

4. Proposed Invitation for Bid (IFB) (PDF Form available on Bright from the Start website)

A sample SFSP Invitation for Bid and Contract is included on the SFSP Data CD. This document is to be used by potential bidders seeking contracts to provide meals for SFSP sponsors. This form contains instructions on the bid process and serves as both the bid response document and contract for the FSMC who is awarded the bid. If you have any questions concerning the use of the form and/or the bid process, please call Bright from the Start.

- **Bright from the Start is required to attend all bid openings. Therefore, Bright from the Start must review IFB and bid announcement documents prior to the organization's publication date.**

Part D- Required Documents for returning site(s)-submit to Bright from the Start:

A returning site is a site that participated in the SFSP in the prior year in agreement with your sponsoring organization.

As part of the application, sponsors must submit the following documentation for returning sites:

1. Annual Sponsor/Site Agreement (☞-Attachment 14). This form is required when sponsors provide meals at unaffiliated sites, i.e. vacation Bible schools or recreational camps.
2. Site selection/ Pre-operational Visit Form-one per site (☞-Attachment L-1)







3. Proof of Non-Profit Status as issued by the IRS. This information is required for all unaffiliated sites, i.e. residential or non-residential camp sites.

Part E- Required Documents for Adding NEW site(s)-submit to Bright from the Start:

A new site means:

- A site location that has never been approved to operate in the SFSP
- Never operated approved under your organization's sponsorship
- Has moved to a new location/address

Sponsors are required to submit the following documents for review and approval for each new site:

1. ADD-A-SITE Checklist (-Attachment Q) (required only when new sites are added after the application is approved.
2. Site selection/ Pre-operational Visit Form-one per site (-Attachment L-1)
3. Site eligibility documentation, if school data is not used (for closed enrolled or migrant open sites)
4. *Public Release Certification – Please sign and date. (-Attachment C-1 & C-3 or C-2 & C-3)
5. *Health Department Form Letter – Only one per county. (-Attachment E)
6. New Site Supervisor Training Documentation/Forms and Sign-in Sheets (-Attachment M-1, M-2, and /or M-3)
7. Sponsor/Site Agreement, if applicable (-Attachment 14)(required for unaffiliated sites)
8. Proof of Non-Profit Status as issued by the IRS. This information is required for all unaffiliated sites, i.e., residential or non-residential camp sites.
9. **Vended sites only:** - Copy of notification letter or the meal delivery plan from sponsor to the food service management company identifying the location of all site(s) and the maximum number of meals to be supplied.

*The Public Release Certification Form and Health Department Form Letter are required for all applications. These forms should indicate all sites, their locations, and approved meals and meal service times. Sponsors are required to submit updated Public Release Certification and Health Department Notification Forms when new sites are added after the initial approval of the application.

Part F- Required Electronic Application sections:

(Complete and submit ONLINE at www.decal.ga.gov/cnp2000)

For Login Instruction see SFSP CNP2000 Application Manual

1. Sponsor Application

This section of the application requires each organization to provide general information regarding the organization's location, Program Contact and contact information, SFSP operating dates, participation in other Child Nutrition Programs, SFSP meal service, audit requirements, and the organization's staffing plan. Each field in this section must be completed.

- a. DUNS #- the 9-digit number received when registering the organization
- b. CCR Entry Date-date the organization registered with the Central Contractor Registration System
- c. Mailing Address – the address that sponsor wants SFSP correspondence mailed to.
- d. County – enter the county in which the sponsor's administrative offices are located.
- e. Street Address – location of the administrative office, if different from mailing address.

- f. Program Contact Name – must be the individual designated as Program Contact.
 - g. Title – the title of the person listed as the program contact.
 - h. E-mail Address – enter the E-mail address to be used to contact program contact (if available).
 - i. Summer Phone – enter the telephone number for the Program Contact during summer operation
 - j. Year Round Phone – enter the telephone number for the Program Contact during non summer months
 - k. Fax – enter the fax number for the administrative office (if available).
 - l. Earliest Begin Date – the first day of meal service for site(s).
 - m. Latest End Date – the last day of meal service for site(s).
 - n. Total Number of Operating Days – the number of days your organization will be serving meals. If more than one site will operate on the same day, count that day only once.
 - o. Total Number of Approved Sites – sponsors are required to complete the application for each site that will operate in the current year. Site information is housed in a separate section of the electronic application. Once all sites are approved, this section will automatically populate the total number of approved sites.
 - p. Last Month of Fiscal Year – the last month for the organization’s fiscal year.
 - q. Sponsor type – indicate the category that represents the organization.
 - r. Program description – if the organization intends to prepare meals for the majority of their sites, choose *self-preparation*. If the sponsor intends to enter into a contract to purchase unitized meals, choose *contract with School or Food Service Management Company*. In addition, enter the name of the company contracted to provide the meals.
 - s. FSMC – Select the name of the vendor of your organization is contracting out for meal service. If the FSMC is not listed in the drop down list, select “other” and type in the name of the vendor in the text box beside the drop down list.
 - t. Type of Audit Required – If total federal funds received will **NOT** meet or exceed \$500,000, your agency is exempt from SFSP audit requirements. Please check the exempt box. If total federal funds received will exceed \$500,000, your agency must submit an A-133 audit, please check the organization wide box. If total federal funds received will meet or exceed \$500,000 **AND** all funds are received from USDA Child Nutrition Programs, your agency **MAY** submit a program specific audit, please check the program specific box.
 - u. Serving Infants – Indicate whether or not your organization will be serving infants at any site under your organization’s SFSP sponsorship. Note: SFSP infant meal menus must be reviewed and approved by Bright from the Start, prior to commencement of meal services.
 - v. Year-Round Operation – Indicate if sponsor provides programs year round. **Note: Private non-profit organizations are eligible to participate as sponsors only when the organization provides an ongoing year round service.**
 - w. Seriously Deficient – **Organizations that have been declared seriously deficient in SFSP and/or any other Child Nutrition Program are not eligible to operate the SFSP.** Indicate whether or not your organization has been declared seriously deficient for SFSP or any other Child Nutrition Programs.
 - x. Sponsor’s Staffing plan – Enter the number of personnel to be used in each category.
2. **Authorized Signers**-Authorized signers are legal employees or designated responsible individuals of the organization that have been authorized to and act on behalf of the organization and are responsible for

SFSP operations at all sites and within the sponsoring organization. Sponsors are required to update this section of the application immediately when changes occur.

3. **Board Members**-Each Board Member of the organization must be listed in the application in this section. Note: this section is only required for private nonprofit organizations. The full name, the member's mailing address and phone number are required to complete this section.
4. **Staff Compensation**-List the top five highest compensated staff members of the organization, not just staff of SFSP. Include the full name, title/position, and total compensation of the each staff member. **Note:** compensation includes cash and non-cash payment.
5. **Site application(s)**-Each site that will operate under the auspices of the sponsoring organization must be approved to operate prior to the beginning of the meal service. Sponsors are required to submit a complete and accurate application for all sponsored sites. The Site Application provides Bright from the Start with the information required to determine a site's eligibility to participate in the SFSP. Detailed information regarding the policies and/or procedures for items t. - u. must be maintained at the sponsor's administrative office. Sponsors are able to view sites that are approved or unapproved via CNP 2000. A Site Listing Report indicating all approved sites will be included in the approval package. Each site application must include the following information:
 - a. Site Name and address– the name of the site serving meals. Note: CNP 2000 will identify (with an error message) all sites that are in agreement with a different sponsoring organization and that appear in another sponsor's application.
 - b. Site Supervisor - the person responsible for operations at each specific site. This person must be trained by sponsoring organizational staff. Documentation to support training attendance must be submitted with the application package and maintained on file at the sponsor's main office. Note: The site supervisor cannot be responsible for operations at more than one site. CNP 2000 will identify duplicate entries (with an error message) when duplicate information for the site supervisor is entered.
 - c. Phone - enter the telephone number at the site.
 - d. Ext. - enter the extension number for the telephone number listed above (if required).
 - e. Fax - enter the fax number for the site where meals are served (if available).
 - f. E-mail Address - enter the E-mail address to be used to contact site personnel (if available).
 - g. Site Street Address - the address of the physical location where meals will be served. Note: there cannot be more than one site located at the same address, unless approval is granted by Bright from the Start.
 - h. County - list the county in which the site is located.
 - i. Site Location – identify if the site location is indoor or outdoor.
 - j. Site Description- chooses one that applies and specifies other if the site is located indoor or outdoors and selects the type of site it is from the dropdown list. If "other" is selected, specify what it is in the text box.
 - k. Eligibility information - mark the statement that reflects both the type of site and the method used to determine the site's eligibility. As guidance, Sponsors can use *The SFSP Site Definitions and Eligibility Documentation diagram* (☐-Attachment 6 in Admin Guidance Handbook) to assist in identifying the appropriate category for each site. If an open or closed-enrolled site is qualified by area eligibility, (using school data), select the school that qualifies this site. This documentation does **not** need to be submitted with the application. If an open site is qualified by a method other than school data, please enclose the documentation used to determine the site's eligibility. If income applications are used to determine a site's eligibility, do **not** submit a copy of these forms to Bright from the Start.

The sponsor must maintain on file a copy of each income eligibility form. Note: although restricted open sites are eligible to participate in SFSP, sponsors are prohibited from submitting an application for this type of site without first submitting an official request for approval. The written request for approval must indicate the sponsor's concerns with space, security, safety or control at the site.

- l. Racial Ethnic Data – Bright from the Start receives annual school data from Georgia Department of Education. CNP 2000 is updated annual with racial/ethnic percentages for children in all schools in all counties within the state of Georgia. Sponsors are required to update each site application with the racial and ethnic categories of the children that are/will be attending/receiving meals at the site.
- m. Program Operating dates - the first and last day the site will be in operation.
- n. Number of operating days - the total number of days, in the month indicated that meals would be served at the site.
- o. Hours Meal Served - indicate the time of day that each meal service will begin and end. The Maximum Meals (MM) is the number of children expected to attend each meal service.
- p. Days of Operation: select the days of the week those meals will be served.
- q. Activities at site - select the category that most closely describes the activities scheduled at the site.
- r. Meal Preparation – This section will automatically display the meal preparation type that was identified in the sponsor application section. Select whether the site is located in a “rural” or “urban” area. Select if the site serves as a central kitchen for others site, if the site prepares meals for itself only or if the site receives or picks-up meals from a central kitchen.
- s. Children are served - select the method used at the site to serve meals to children. Cafeteria-style meals are provided through a serving line. Sack lunches are provided as a single unit in a prepackaged container (e.g. bag, box). Family style meals are served from dishes at the table.
- t. Children are supervised - indicate the personnel responsible for the supervision of the meal service.
- u. Inclement Weather - select *yes* if arrangements have been made for serving meals during inclement weather.
- v. Food Temperature - select *yes* if the site has the facilities to maintain food at the proper temperature, or if food will be served within one hour of delivery.
- w. Leftovers - select *yes* if leftovers will be either refrigerated or returned to the preparation kitchen.
- x. Meal adjustment question: select *yes* if site personnel will be required to notify the sponsor of the number of children served by the site so meal production/orders can be adjusted.
- y. USDA Child and Adult Care Food Program - select *yes* if the site also participates in the Child and Adult Care Food Program.
- z. Site Visitation - select *yes* if the site has received a pre-operational visit and that the capability and facilities to serve meals for the number of children are in place.
- aa. Direct Operational Control: private non-profit sponsors may provide meals to unaffiliated sites. In this case, sponsors are required to enter into an agreement with the site/site personnel.
- bb. Other Sites – Enter the site names and addresses that already exist in the service area.

6. Management Plan

Please use the Management Plan Guide located in the Sponsoring organizations are required to provide Bright from the Start with information on how the SFSP will be managed. This management plan must be a clear and thorough blueprint of your organization, detailing names and timeframes. The topics required

are: fiscal/financial viability, training plan, site approval plan, monitoring plan, record keeping, and meal service and delivery plan and certification statement. Describe specific procedures and processes used for each topic. Sponsors are required to train administrative and site personnel responsible for the SFSP within their organization. Monitors, responsible for visiting and reviewing sites, must attend both training sessions. The sponsor must keep all documents pertaining to SFSP operations and administration for three years plus the current Fiscal Year. The dates of training, the topics to be covered in training, and the titles of the personnel attending training must be included in this information. See Attachment 15 in the Administrative Guidance Manual for an outline of training topics that should be covered in each training session.

7. Program Budget

The FNS Instruction 796-4 Rev. 4 is one of the elements that must be used by the State Agency to establish the financial management system required by Program Regulations. The use of FNS Instruction 796-4 Rev. 4 is incorporated as part of Bright from the Start's financial management system and must be followed unless Bright from the Start has set more restrictive or specific guidance via this manual, policies or policy memorandums. Financial management includes, but may not be limited to, budgeting, costing standards, internal control, management of revenues and expenses, management of property, procurement standards, and fiscal audits. This guidance further clarifies the standards that Bright from the Start expects Summer Food Service Program (SFSP) Sponsors to meet in order to comply with the budget submission and approval process, allocation of costs, and charge of program expenditures. This guidance is not all encompassing, but is intended to address those specific situations that sponsors typically find confusing or difficult. If you are unsure of the steps to take for specific situations not addressed in this budget guidance or the FNS Instruction 796-4 Rev. 4, contact the office for technical assistance.

Budget Submission

All sponsors are required to submit an annual SFSP budget. The budget is a section within the electronic application in CNP 2000, and is developed based on actual prior year expenses (experienced sponsors), or the projected maximum number of meals the sponsor plans to serve at all sites (new sponsors). As part of the budget section, CNP 2000 will indicate the projected maximum budget amount based on the projected maximum number of meals served at all sites. Sponsors are prohibited from submitting a budget in excess of the projected maximum budget amount. **No organization will be approved to operate the SFSP without an approved budget.**

All allowable SFSP costs that are incurred in the operation/administration of the SFSP must be included in the annual SFSP budget. All costs must be authorized and approved via the SFSP budget prior to sponsors using SFSP reimbursement to pay for the costs. Failure to include a cost in the annual budget may result in the cost being determined unallowable. SFSP reimbursement used for unallowable costs must be repaid to the organization's non-profit food service account. Please refer to policy memorandum entitled "*Costs Disallowance in the Summer Food Service Program*" for more information.

The following steps can be used to assist you in creating your budget:

Determine the estimated amount of income from each source, including the estimated meal reimbursements that you will receive from the Summer Food Service Program.

Projected Meal Reimbursements

For experienced sponsors, we recommend that you use the amount of SFSP meals reimbursement received last year to estimate the amount that will be received in the new fiscal year. The amount may be adjusted if the

number of sites will increase or decrease, however, supporting documentation will be required to document any changes.

For new sponsors, we recommend that you used the available resources from the sites to determine the estimated number of meals the sponsors plans to serve at all sites.

Other Revenue

- Reimbursements that were earned in prior years that were not expenses (This balance most likely will be reflected as the ending balance in the food service account after the fiscal year has been properly closed.)
- Funds deposited in the food service account due to reviews finding(s) or Agreed Upon Procedures finding(s).
- Other program income (see the definition below for program income).
- Other income (see the definition below for other income).

Program Income means gross income earned from operating the Summer Food Service Program. All income to SFSP must be retained and used only in the institution's program food service. Other incomes include cash donations that are specifically identified for use in the sponsor's SFSP.

Define the cost to operate the Summer Food Service Program by making a list of all the expenditure items your institution needs to operate the SFSP. These costs are those that are paid with both SFSP reimbursement and other funding resources.

An estimate of expenses can be used when actual costs cannot be obtained. It is helpful to look at items of expenditure as **Fixed, Variable, Operating or Administrative, Direct or Indirect**. The sponsors should be aware of cost in each category so that action can be taken to improve the meal service and other aspects of the SFSP program if it is determine that the operating costs are less than the anticipated meal reimbursements.

- *Fixed expense* items are likely to remain the same throughout the year i.e.-rent.
- *Variable expense* items are likely to change depending on levels of activity.
- The *operating costs* represent any allowable expenses incurred by an institution in serving meals to participants under SFSP and allowed by Bright from the Start's financial management instructions.
- The *administrative costs* represent any allowable expenses incurred by an institution in planning, organizing and managing SFSP and allowed by Bright from the Start financial management instruction.
- *Direct costs* are costs that can be identified directly to a program and/or funding source and must be charged directly to the program. Direct costs which are insignificant in dollar amount may be treated as an indirect cost if the institution is consistent in this application to all cost objectives. Examples of allowable direct costs used in SFSP include:
 1. Operating and administrative nonprofit food service employee salaries
 2. Depreciation or use allowances on equipment used in the nonprofit food service program
 3. Food purchased for use in the nonprofit food service program

- *Indirect costs* are costs that have been incurred for common or joint objective and cannot be practically identified to the food service program, SFSP, or other institution's program. Examples of allowable indirect costs used in SFSP include:
 1. The allocated expenses of the institutions' buildings, capital improvement to land/building and equipments used for common purposes are examples of indirect costs for depreciation and use allowance.
 2. Operating and maintenance indirect costs are the expenses that have been incurred for the administrative, operation, maintenance, preservation, and protection of the institution physical plant.
 3. General and administrative indirect costs are the expenses that have been incurred for the overall general executive and the administrative of the institution.

As part of the budget section, CNP 2000 will indicate the projected maximum budget amount based on the projected maximum number of meals served at all sites.

Prior Approval

Prior Approval items are those expenses that must be specifically identified by item and amount during the budget process. When the item and amount are properly disclosed during the budget process, the approval of the budget meets USDA regulatory requirements unless Bright from the Start specifically disallows the cost in writing.

Specific Prior Written Approval Requests

While all costs must be authorized or not prohibited under Federal, State, or local laws or regulations, certain costs are not customarily incurred or required to operate the Summer Food Service Program. Costs that are specifically identified in Appendix A as needing specific prior written approval must be specifically identified and approved in the budget (original or amended) prior to incurring the costs and using SFSP reimbursement for the costs.

Sponsors are required to submit documentation to support certain costs with the annual application. Failure to submit required documentation to support costs in the budget will result in the denial of the budget, in whole or in part. Sponsors are prohibited from using SFSP reimbursement for denied costs.

Budget Amendments

When the budget is initially approved for the fiscal year, it is considered the original budget. The original budget (approved or denied budget line items) can be viewed via CNP 2000. **Budget amendments must be submitted within 10 days of incurring the new cost(s) requiring prior or specific prior written approval, or at the time the approved costs has increased/decreased. Sponsors are required to notify Bright from the Start of all budget amendment submissions via email at SFSP@dec.al.gov.**

Sponsors are required to submit a budget amendment when the following occurs:

- When a new cost is incurred and not previously approved in the original budget;
- When a new cost requires specific prior written approval;
- When the sponsor exceeds the current approved amount in a line item for a specific costs;
- When allocation methodologies change due to changes within the organization, and
- When there is a significant increase or decrease in the number of sites sponsored by the organization.

Costs that require prior or specific prior approval may not be incurred until the budget is approved. Therefore, sponsors are encouraged to be fiscally responsible, by monitoring all financial activity, actual costs, and the approved budget.

Below is a detailed description of each SFSP budget line item and the minimum document requirements for the line item. Sponsors are required to maintain all documents to support the use of SFSP reimbursement to pay for the costs. Failure to maintain the required documentation will result in the costs being determined unallowable. SFSP reimbursement used on unallowable costs must be repaid to the organization's non-profit food service account.

Budget Line Item Categories:

A. Procurement Costs:

1. Contracted Food Costs: are costs related to food service operations. Sponsors that enter into a contract with a food service management company to supply unitized meals, with or without milk, should indicate costs in this line item.

Documentation Requirements: All documents listed below must be submitted with the application for review and approval.

- Agreement to Furnish Foods Contract ([☐-Form Appendix C-1](#)), or official binding contract resulting from formal procurement process. Formal procurement is required for any costs in excess of \$100,000.
- Procurement Checklist (Form: [☐-Attachment R](#))
- Copy of Proposed Public Release Announcement and copy of announcement to food service vendors and/or food service management companies
- Proposed Invitation for Bid (IFB) (*PDF Form available on Bright from the Start's website & CD*)

2. Store Purchases: are costs related to food service operations that are not included in the contracted food costs line item. Costs for food items purchased at local grocery stores/warehouses, or costs of food items obtained through a food vendor, a company that provides single components that are then combined to make a unitized meal, should be included in this line item.

Documentation Requirements: documents including, but not limited to those listed below must be maintained on file and made available for review.

- Invoices, receipts, production records, canceled checks and/or bank statements

B. Labor Costs: Sponsors are required to list SFSP staff and identify their primary task. Staff listed in the budget should be consistent with staff listed in the Management Plan, Authorized Signers section, and Sponsor Application section. The primary functional task should reflect the primary responsibility of an employee versus those tasks that may be performed on an as-needed basis. For example, if an Executive Director also performs monitoring tasks, the Executive Director's primary functional area would fall under Program Administration. Likewise, if an individual hired for administrative support performs monitoring tasks on an as-needed basis, the individual's primary responsibilities would fall under administrative support.

Per FNS Instruction 796-4 Rev. 4, "Labor operating costs are allowable when the amounts claimed are based upon hourly rates that are reasonable for the services provided and documented by payroll records. Hourly rates

will be considered reasonable to the extent that they are consistent with rates paid for similar work in the area in which the sponsor is located. The cost of program labor may include the documented amounts of wages and fringe benefits, including Social Security withholding tax and retirement benefits paid or incurred during the reporting period.

Documentation Requirements: documents including, but not limited to those items listed below must be maintained on file and made available for review upon request.

- Organization's Compensation Plan;
- Time Reports (Form: ~~3~~-Attachment P) for all staff that perform administrative and operational duties for the organization and/or for the SFSP, and
- Time Reports (Form: ~~22~~-Attachment 25) for all staff that perform administrative duties.
- Payroll records, i.e. canceled checks, documents supporting payment of payroll taxes, bank statements, etc.

Allocation of Labor Costs

The costs associated with personnel who work only a portion of their time for the SFSP must be prorated based on the hours worked for the program divided by the total number of hours worked for the organization. In order to establish the portion of costs that may be claimed as program labor, the Time Report (*Attachment P*) or another valid record must document the amount of time spent by each person on SFSP duties. Although employees may perform multiple job functions, there can only be one wage. The wage must be for the employee's total work performance; further prorated (using an appropriate allocation methodology) based on the amount of time spent performing SFSP job duties. Because sponsoring organizations operate year round activities, an established compensation plan with identified wage ranges should be in place and referenced when including labor costs in the SFSP budget. Organizations that will use SFSP funds for labor costs for shared positions, i.e. Executive Directors, Program Managers/Administrators, Monitors, Clerical Staff, Accounting or Bookkeeping Staff, must ensure that the employee's total salary is prorated, and only hours worked performing SFSP duties are paid with SFSP reimbursement.

Allowable Wage Amounts for SFSP Positions

Salaries for operating and administering the SFSP must be consistent with rates paid for similar work and consistent with the amounts reported by the U.S. Department of Labor or State Labor Department for that field of employment, in the same or comparable geographic location.

Sponsors with staff that performs duties with multiple Child Nutrition Programs (CACFP, NLSP, or SFSP), can only allocate a percentage of the staff's total salary to SFSP. For example, if the same monitor is used for CACFP and SFSP, then the monitor's total salary must be reported in the budget, and only a percentage that the total salary can be allocated to SFSP.

C. Supplies: costs in this category are broken into two subcategories: expendable and durable. **Expendable** supplies are materials and supplies that are specific to the Program, and are used within the month or less at the time of purchase. **Durable** supplies are general purpose supplies that do not meet the definition of equipment and cost less than \$5000. Durable supplies have a life expectancy of less than one year.

Documentation Requirements: documents including, but not limited to those listed below must be maintained on file and made available for review upon request:

- Invoices, receipts, production records, canceled checks and/or bank statements

D. Travel Costs: costs that are incurred when traveling to and from sites for SFSP purposes, i.e. delivery of meals, conduct monitoring visits; pick up meals/components from food service management companies and/or vendors, grocery stores, etc. Sponsors can use personal vehicles and use SFSP reimbursement for mileage or can rent vehicles to conduct SFSP business. Mileage rates must be consistent with federal reimbursement rates.

Note: Sponsors are prohibited from using SFSP reimbursement to pay for mileage and gas costs, or for vehicle rental and mileage or gas costs.

Documentation Requirements: documents including, but not limited to those listed below must be maintained on file and made available for review upon request:

- Mileage Record Form (**Mileage Record Form**) that includes the staff's name, position, date(s) of travel, start/stop odometer reading, number of miles traveled each trip, itinerary/purpose of trip and the signature of the staff person, and organization's supervisor;
- Contract with rental company, and
- Receipts, invoices, canceled checks, bank statements, and financial records.

E. Facilities/Utilities: costs that are related to kitchen space used for meal preparation/set-up, utilities associated with meal preparation/delivery or set-up, office space and related office space utilities. Sponsors are allowed to use SFSP reimbursement for kitchen or office space rental costs, and utility costs in the kitchen/office space, if not included as part of the total rental amount.

Allocation of Costs-Rental Space (Kitchen or Office)

When renting or leasing kitchen or office space in whole or in part, sponsors must ensure that SFSP reimbursement is used to pay costs related to Program use. When the rented space (from an unrelated party) is part of a larger space, Sponsors must use and submit an appropriate allocation methodology. When the kitchen or office space is partially or fully owned by the organization, its administrative personnel, or a related party, or is rented or leased from a party that would be considered a less than arms lengths transaction, Sponsors must use depreciation or use allowance formula.

Depreciation Formula=Acquisition Cost –Value of Land/Life Expectancy.

Documentation Requirements: All documents listed below must be submitted with the application for review and approval.

- Allocation methodologies for space or utility costs
- Most recent utility bill(s)
- Rental Lease Agreement/Contract for Kitchen or Office Space

F. Equipment: costs related to non-expendable, tangible property that have a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5000.

Documentation Requirements: All documents listed below must be submitted with the application for review and approval.

- Allocation methodologies for equipment costs
- Receipts, invoices, canceled checks, bank statements, etc
- Rental Lease Agreement/Contract for equipment costs

G: Other Costs: costs related to printing, postage, and communication costs, audit fees, and indirect costs. When claiming an indirect cost rate, Sponsors must indicate the percentage approved by the cognizant agency (the agency from which the sponsoring organization receives the most federal funds). The approved percentage must be used for allocation purposes. If you have any questions concerning the indirect cost rate, please call Bright from the Start. If you have any questions concerning the establishment of this rate, please call Bright from the Start.

Documentation Requirements: All documents listed below must be submitted with the application for review and approval.

- Most recent phone, postage meter or printing bill;
- Engagement Letter from CPA firm for audit costs. Note: SFSP reimbursement can be used for audit costs **only** when the organization receives/expends \$500,000 or more in federal funds.
- Indirect Cost Rate

8. Menu Plan

Sponsors are required to submit menus for each meal type that is being served at approved sites. Menus are submitted via CNP 2000 as part of the electronic application. **No organization will be approved to operate the SFSP without approved menus. Revision to approved menus must be submitted via CNP 2000. Sponsors are required to notify Bright from the Start when revisions to menus are necessary.**

All menus must identify all meal components by name and all components must be consistent with requirements detailed in 7 CFR 225.16 (d). Generally, sponsors develop cycle menus that can be used repeatedly throughout the summer months. A cycle menu lists meals for a predetermined number of days (e.g. 5, 10, and 11) and is repeated at the end of the cycle. The following guidelines must be followed when planning SFSP meals.

- **Substitutions**—Substitutions of fruits and juices may be made to menus without prior approval from Bright from the Start, as long as the substitution is not inconsistent with meal pattern requirements. Sponsors must ensure that the substitutions do not result in serving a meal with the same food in different forms (e.g. orange and orange juice or apple and applesauce). Also, avoid serving the same items on consecutive days.
- **Dietary Guidelines**—Food purchased for use in the SFSP must meet healthy dietary guidelines. Meats need to be low in fat and/or low in salt. Cereals are required to contain a minimum amount of sugar. Using 100% whole wheat or partial whole wheat breads can only increase the amount of fiber in a meal.
- **Menu Items**—Fresh fruits and vegetables high in Vitamin A and Vitamin C need to be served several times a week. Fruit juice served in the SFSP must be 100% fruit juice. Different types of milk must be served on different days. Skim, 1%, 2%, whole, or chocolate milk may be served with SFSP meals. Low fat or skim milk is recommended to reduce the fat content of the meal. Children may enjoy one percent fat chocolate milk as a good alternative to plain milk.
- **Hot vs. Cold**—Hot items can be served at sites away from the food preparation site as long as hot items are kept at the proper temperature during transportation and through the time of meal service. The

health department must be notified of your intent to transport hot or cold meals. The Health Department Notification Letter is included on the SFSP Data CD.

- Examples: Sample menu items for both hot and cold meals are included as Attachment F on the SFSP Data CD. A food specifications list is also included as Attachment K to assist in the selection of the appropriate types and quantities of foods to be listed on the menu submitted to Bright from the Start for approval.

9. Certifications

All Sponsors are required to certify that sites and sponsor office locations are drug free environments and that no federal funds, SFSP reimbursement of other federal funds, are being used on lobbying efforts.

The Certification Regarding Drug-Free Workplace Requirement Certification must be checked online. The purpose of this form is to ensure that all organizations receiving federal funds maintain a drug-free work environment. The instructions for certifying your organization are included as a part of the form. The entire certification statement including the instructions can be downloaded from CNP2000.

The Certification Regarding Lobbying certification is required to be completed for all federal programs. The certification must be checked online. The purpose of this form is to ensure that no federal funds have been spent for lobbying efforts. In addition, it assures that other funds paid by an organization for the purpose of lobbying have been properly disclosed. The entire certification statement including the instructions can be downloaded from CNP2000.

10. Advances


Check the type of advance, if any, your organization would like to receive and indicate for which month the first advance is requested. Subsequent advances may be requested using the same online section of the SFSP application in CNP2000. Make sure to check the certification statements that apply.

Modified Forms Needing Prior Approval

1. Monitoring Review Forms (*Attachment 33 & 34*):

Sponsoring organizations are responsible for monitoring all of their SFSP sites. All sites must be visited within the first week of program operations. (Use Attachment L-2) The purpose of the visit is to ensure that the site is operating in compliance with all SFSP requirements and that any concerns and/or problems are immediately solved. The sponsor's monitor must review all sites within the first four weeks of operation. The purpose of the review is to observe a complete meal service to determine if the site is in compliance with all program requirements. A sample monitoring form is included in the SFSP Administrative Guidance for Sponsors as Attachments 33 & 34, and on Bright from the Start's SFSP Data CD. If the organization chooses to use a form different from the sample provided, a copy of the form to be used must be submitted to Bright from the Start with the submitted application for approval. If sponsors are found to be inadequately monitoring sites the sponsor is required to conduct site reviews with (Attachment 33 or 34) for all its visits along with other requirements. (Please reference Policy # 16 Monitoring Requirements).

2. Daily Meal Count Report Form: (Attachment 19-A)

Site supervisors are responsible for taking an accurate count of the number of first meals, second meals and adult meals served at each SFSP site. The daily meal count must be documented for each meal served during program operations before reimbursement can be received. Attachment 19-A includes a field for recording the number of recycled milk. To reduce paperwork, Sponsors should use the Bright from the Start Weekly/ Consolidated form with tic marks on the back ( Attachment 20-A).

If the organization chooses to use a form different from the sample provided, a copy of the form to be used must be submitted to Bright from the Start with the submitted application for approval.

All Forms are found on the [Bright from the Start](#) website or on the [SFSP CD](#).

APPENDIX—REFERENCE SECTION

Understanding Program Basics:

Income Eligibility Guidelines	Attachment 3-1
Meal Pattern Requirements.....	Attachment 4

Getting Started – Application and Planning:

Income Eligibility Form (Camps & Enrolled Sites)	Attachment 10-1
Sponsor/Site Agreement	Attachment 14
Training Checklists	Attachment 15

Managing the Meal Service: Camp Forms:

Meal Count (Daily)	Attachment 19-A
Meal Count (Weekly Consolidated)	Attachment 20
Meal Count (Weekly/Consolidated)	Attachment 20-A

Site Review Forms:

Self-Prep. Site	Attachment 33
Vended Site.....	Attachment 34

SFSP Attachments

SFSP Sponsor Application Checklist.....	Attachment A-1
Public Release Certification (Open Sites).....	Attachment C-1
Public Release Certification (Enrolled Sites & Camps)	Attachment C-2
Public Release Certification Site Listing	Attachment C-3
DECAL/Sponsor Agreement	Attachment D
Health Department Notification Form Letter	Attachment E
Sample 7-Day Cycle Menus	Attachment F
Sample SFA Letter.....	Attachment I
Georgia’s Metropolitan Statistical Areas and Components (Current FY).....	Attachment J
SFSP Specification List (Menu Planning Tool).....	Attachment K
Site-Selection/ Pre-Op Visit Form.....	Attachment L-1
Site Visit Form.....	Attachment L-2
SFSP New Site Supervisor Training Documentation	Attachment M-1
Food Service & Site Staff Sign-in Sheet.....	Attachment M-2
Monitor Sign-in Sheet.....	Attachment M-3
DECAL/SFSP Financial Enrollment/Change Form	Attachment N
DECAL/SFSP Electronic Enrollment/Change Form.....	Attachment N-1
Field Trip Notification Form	Attachment O
Time Report: Dual Administrative & Operational Staff.....	Attachment P
SFSP Add-A-Site Checklist.....	Attachment Q
Step-By-Step SFSP Procurement Checklist.....	Attachment R
Contract/Agreement to Furnish Food Service	Appendix C-1

Additional Forms

Form W-9 (Current IRS Revision)